

August 25, 2010

The Board of Commissioners held its regular meeting on Wednesday, August 25, 2010 in the Forand Manor Conference Room – at 4:30 PM for the following reasons:

- 1. Meeting Called to Order**
- 2. Roll Call**
- 3. Terms and Conditions of the Personnel Policy – The Board may vote to revise.**
- 4. Budget – discussion and possible approval of FY2011 Budget**
- 5. Adjournment**

The meeting was called to order at 5:07pm by Chairman, Milad Shabo.

Upon a Roll Call, those “Present” and “Absent” were as follows:

Present

Absent

Milad Shabo, Chairman

Gladys Burns, Vice Chairperson

Cornelius Flynn, Commissioner

Julio Castillo, Commissioner

Alice Bociek, Commissioner

Tina Sullivan, Executive Director of Central Falls Housing Authority

Bill Aunchman, Maintenance Supervisor

Raymond Marcaccio, Legal Council

Paula Llera-Delgado, Administrative Assistant

Others in Attendance

Viana DeCastro, Section 8 Manager

Bill Aunchman, Maintenance Supervisor

Jonathan Kelly, Maintenance

Dave Dumas, Maintenance

Bridgett Duquette

Julie Solan, Leasing and Occupancy Specialist/FSS

Maurice Brousseau

Terms and Conditions of the Personnel Policy – The Board may vote to revise

Chairman Shabo stated there were several issues discussed on 8/18/10 at the prior board meeting that he would like to discuss based on concerns, such as:

Health (buyout from City of Central Falls)

Insurance

Sick Time

Time Clocks

Chairman Shabo is recommending the Authority sever all ties, and separate from the City on the Health Coverage due to the City going a financial crisis. Chairman strongly recommends this change and states the change would be in the best interest of the Housing Authority and its employees. Commissioner Castillo requested information regarding the pay structure and the total dollar amount pertaining to the health benefits, and what the cost would be for a health benefit buyout for all employees whom opt out of the insurance plan. The Bookkeeper explained all the costs to the Board. Commissioner Castillo stated that the buyout was going to be capped at \$5,000.00, as discussed prior.

Chairman Shabo asked the Executive Director to obtain price quotes on health benefits from other insurance carriers such as United, Tufts and Blue Cross. Chairman Shabo stated his major concern currently is having the Housing Authority directly paying the City of Central Falls for all CFHA employees Blue Cross & Blue Shield Benefits/Coverage. Chairman Shabo recommends the Housing Authority pay Blue Cross & Blue Shield directly to ensure and protect all employees who opt to obtain coverage.

The Board recommended the Executive Director speak to the City, and verify if the Authority has the ability to pay Blue Cross directly rather than forwarding the funds to the City to ensure that the CFHA staffs coverage remains current and active.

Chairman Shabo asked how the employees track their work hours. The Executive Director explained after much discussion with the Forensic Auditor & the Fee Accountant in December regarding the same issue, that a time sheet was developed, and is currently being used by all employees, and approved by their supervisors on a weekly basis. Chairman Shabo stated that concerns have been brought to his attention about individuals coming and going as they pleased, and this type of activity has to stop. Commissioner Castillo stated he has heard same concerns as well. Executive Director Sullivan explained that there were several problems in the past when she was acting as the Interim Executive Director, and that issue was corrected immediately with those individuals, and those individuals are no longer with the Authority. Executive Director states that other problems, issue, and or concerns have been addressed via warnings according to policy.

The Commissioners strongly recommend that the Executive Director obtain pricing from ADP on having time clocks for all employees to use. The Executive Director is to provide this information to the Board at the following meeting.

The Board of Commissioners asked what the available positions at the Housing Authority were. Executive Director Sullivan stated there were 2 open positions that were included in the budget. Those positions are Director of Housing and Leasing and Occupancy

Specialist. Executive Director Sullivan also stated that the Leasing and Occupancy position is currently being advertised as mentioned at the last board meeting, and the deadline to apply for this position is 9/3/10. Chairman Shabo discussed his concerns about the hiring process. The Executive Director explained that she was unaware of his concerns and that the board would be advised of all applicants and the hiring process for this position.

Vice Chairperson Burns asked about the Director of Housing position, which was in the position prior. Executive Director Sullivan explained that the position was not filled due to the funds that the Housing Authority had. Executive Director Sullivan stated for the best interest of the Authority was not to fill that position due to the resources being consumed for the prior Executive Director. The Executive Director was waiting for the funds to accumulate to offset all the cost spent.

The Chairperson explained that he was concerned on why positions were eliminated last year however this year there are monies available. The Executive Director explained that the Board hired a maintenance person which made us over staff and used the remaining funds that were available. The Authority was over staffed in certain departments, and it was necessary to make those changes.

The current FY2011 budget provided to the Board by the Fee Accountant shows that there are funds available on the books for

those (2) open position at the Authority, as it had when the budget was passed in December. Executive Director Sullivan states the reason for the positive cash flow at the Authority is accredited to all the positive changes and the income generated.

Chairperson Shabo recommended that the summer hours be eliminated. The Board discussed the hours and is in agreement to eliminate. Chairperson Shabo stated he did not have a problem with staff leaving early the day before the holiday. Vice Chairperson Burns stated that she did not have a problem with this either.

The Commissioners also discussed changing the sick days from 18 days per year to 6 days with no accumulation going forward.

The Board asked numerous questions about the spreadsheets that were provided to them pertaining to the health insurance and potential raises. The Executive Director addressed those concerns.

Several employees stated their concerns about the changes being proposed by the Board of Commissioners. Chairperson Shabo explained that he is concerned with the abuse of employee time, and use of benefits that are allowed. Chairman Shabo continued to state that any changes made weren't set in concrete and could be changed at anytime in the future. Chairperson Shabo stated that the Executive Director is doing her job diligently, and can't in all places.

Commissioner Castillo recommended that two new budgets be provided to the Board with the following changes:

- Budget A – No Raise, 10% co pay, \$5,000 buy-out and 6 days sick time**
- Budget B – 3% raise, 10% co pay, \$5,000 buy-out and 6 days sick time**

After much discussion, the Board decided to schedule a special meeting the following week. The Executive Director explained she would contact the Fee Accountant and provide new budgets to the Board before the next meeting.

There being no further business to come before the board, a motion was made by Commissioner Castillo and seconded by Commissioner Flynn, to adjourn the meeting at 7:45 pm. The motion was carried by all.